

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff
FROM : Chief, Records Center
SUBJECT: Year End Summary - Calendar Year 1959

DATE: 21 January 1960

1. Accessioning and Disposal

(a) At the close of the calendar year the total holdings of the Center amounted to [] cubic feet. This volume is equivalent to [] which have a replacement value of \$2,899,400.00. During the year 845 accessioning jobs, totaling 17,029 cubic feet were received. It would require 2,128 safe cabinets to house these at a cost of \$927,808.00. This 17,029 cubic feet represents a 66% increase over the total cubic feet accessioned for calendar year 1958.

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(b) As a result of applying the Records Control Schedules, disposition was made of 4,926 cubic feet of records.

2. Reference

A total of 132,459 items were furnished requestors. This is an increase of 66% over calendar year 1958.

3. General

In addition to streamlining and simplifying procedures in order to take care of the increased workload indicated above, the following advancements in overall efficiency were accomplished:

(a) Procedures were worked out with CTSC whereby the Center is responsible on an individual document basis for all TS material stored.

(b) Arrangements were made with OCI to handle SI material in much the same way as all other records.

(c) The same arrangements were made with OSI to process AEC Restricted Data material.

(d) The DD/P barrier was removed and the Center has the responsibility for servicing their records.

(e) The VM and Records Center were brought together in one organizational element in April 1959.

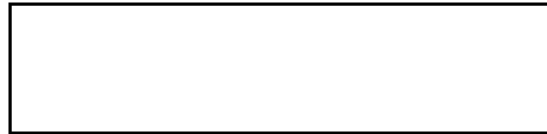
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(f) An incinerator that TSS has the responsibility for developing was installed and the Center assisted in testing it.

(g) The Center was host to all ARO's for a two-day conference in November.



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